



BROOKS DESIGN GUIDELINES AND DEVELOPMENT STANDARDS **PUBLIC REALM AMENITIES**

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6. PUBLIC REALM AMENITIES

6.1. Site Furnishings

All exterior site furnishings must be consistent with the palette defined in this section unless otherwise approved by the ACC. Property Owners and Tenants are responsible for locating and installing public furniture, trash and recycling receptacles, bicycle racks, and pedestrian lighting within their property.

All exterior site furnishings within the public realm are under the purview of the ACC including, without limitation, furniture such as benches, chairs, stools, banquettes, tables, as well as shade devices, shelters, planters, trash and recycling receptacles, and bicycle racks. These site furnishings will be approved by the ACC.

6.2. Signage

The Sign Guidelines for Brooks are intended to enhance and not take the place of the requirements of The City of San Antonio Sign and Billboard Code, which is the baseline for all requirements in this section. If the requirements identified in this Section and the CoSA standards should conflict, the more restrictive standard will dictate.

[View here](#) for the CoSA Code of Ordinances

All on-site signage must comply with the Brooks Signage Master Plan submitted by Brooks Development Authority and approved by the City of San Antonio.

[View Here](#) for the Brooks Wayfinding Masterplan

[View Here](#) for the Signage Tenant Guidelines

6.2.1. BDA Installed Signs

6.2.1.1. Gateway Entry Signs

- BDA will select and install all project gateway signs.

6.2.1.2. Wayfinding Signs

- BDA will select and install all project wayfinding (directional) signs.

6.2.1.3. On-Site Directional Signs

- All directional signage will be designed and installed by BDA unless otherwise approved by the ACC.

6.2.2. Owner Installed Signs

6.2.2.1. Monument Signs

- Owners may construct monument signs in quantities and locations approved by the Brooks Signage Master Plan which has been accepted by the City of San Antonio and approved by the ACC.

6.2.2.2. Façade Signs and Building Identification

- A façade sign is a sign that is fastened to the exterior surface of a building structure. Façade signs may only be used in conjunction with building identification signage. Only single tenant buildings may have façade signs. If a building has multiple tenants, only building identification signage without tenant names are allowed.

6.2.2.3. Storefront Signs

- A storefront sign is a sign affixed to storefront glass. Such signage can be vinyl, paint, or other appropriate material. Such signage will be applied to the interior face of the glass and may be used in office, retail, and other special use buildings if acceptable by City Code and approved by the ACC.

6.2.2.4. City Approvals

- All Owner-installed signage must be approved and permitted by CoSA. Sizes and quantities are governed by the latest approved Brooks Signage standards.

6.2.3. Temporary Signs and Banners

6.2.3.1. Pre-Construction Signs

- Must meet signage requirements that emphasize the type of work underway and highlight the project's contact information.
- The new project information panel standardizes the appearance of temporary protective structures and provides important information to the community in a consolidated, uniform sign.

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6.2.3.2. After settlement on a lot, the Owner may install one temporary leasing sign announcing the future use. The sign will be permitted with the maximum dimensions of 8-foot-high by 4-foot-wide.

6.2.3.3. Construction Signs

After commencement of construction, one temporary/construction/leasing sign announcing the construction will be permitted with the maximum dimensions of 8-foot-high by 4-foot-wide. All construction signs must be removed, on or before the end of, one month after occupancy.

6.2.3.4. Leasing Signs

Owners may install one temporary leasing sign announcing the availability of space in existing buildings. The sign will be permitted with the maximum dimensions of 8-foot-high by 4-foot-wide. Leasing signs may be installed six months prior to the expiration of any leases but must be removed when the building is fully leased or occupied.

6.2.3.5. City Approvals

All Owner-installed signage must be approved and permitted by CoSA.

6.2.4. General Requirements and Prohibitions

6.2.4.1. Lighting

Lighting will only be allowed on monument signs, gateway entry signs, and BDA-installed wayfinding signs unless specifically approved by the ACC.

6.2.4.2. Prohibited Sign

Unless otherwise approved by the ACC, the following prohibitions and general requirements will apply to the design, usage, and installation of all exterior signs:

- Off-premise billboard signs are prohibited.
- Neon or gas tubing signs including fiber optics are prohibited.
- Portable signs, sandwich boards, trailer signs, and signs attached to structures with one or more wheels are prohibited.
- Flashing, blinking, moving, exposed light, iridescent colors, fluorescent materials, animated or audible signs, banners, streamers, balloons, and searchlights are prohibited.
- Signs constructed of three-dimensional, vacuum-formed plastic sign faces are prohibited.
- Rooftop signs are prohibited.
- Rear-illuminated awnings or awnings illuminated from a lighting source mounted behind the awning are prohibited.
- No sign may be attached or painted on a building façade except as specifically approved by the ACC and permitted by CoSA.
- No Owner may add or request permission from CoSA to add any lettering to any

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tower or utility structure.

- Signage must not have exposed wiring, conduits, tubing, lamps, ballast boxes, or raceways. All cabinets, transformers, ballasts, attachment devices, and similar equipment will be concealed.
- All materials used in signage, except temporary signage, must be durable, or permanent in nature, require minimum maintenance, and be resistant to weathering and staining, and must be sturdy enough to resist wind velocity.
- No sign may be posted or attached to trees, public utility improvements, light poles or fixtures, traffic signs, or traffic-control devices.
- The display of banners (signs made of fabric, plastic, or other similar material) is prohibited unless approved for temporary or special use by the ACC.
- Signs that are attached perpendicular to the face of a building or façade are prohibited unless approved by the ACC.

6.2.4.3 Enforcement – Removal of Sign

Where it is determined that a sign has been erected or installed in violation of these Standards or such sign is abandoned or improperly maintained, written Notice of Violation outlining this determination will be sent to the Property Owner/Tenant of the property where the sign is posted, or attached to the sign if the notice cannot be delivered. The notice will give Property Owner/Tenant five days to remove the sign or appeal the determination. The Property Owner/Tenant may file a written request with the ACC and rebut the determination in a hearing scheduled by the ACC. After all the facts have been reviewed, the ACC will write a decision setting out its reasoning and deliver the decision to the Property Owner/Tenant within 10 working days of the hearing. If no response is made to the Notice of Violation, the sign may be removed by the ACC. The sign will be stored by the ACC for a period up to 30 calendar days and may be reclaimed by the Property Owner/Tenant after the payment of all removal and storage costs as set forth in the Notice of Violation. If the sign is not reclaimed within such time, it may be destroyed. Notwithstanding any other provision herein to the contrary, signs in the public right-of-way, or in areas that pose imminent safety hazards, may be removed without notice and the cost of removal will be reimbursed to BDA by the Property Owner/ Tenant. Property Owner/Tenant will then be given a Notice of Violation and the right to a hearing by the ACC. The Property Owner/Tenant will be entitled to a return of the signs without charge if it is determined that the removal by BDA was improper.

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6.3. Exterior Lighting

6.3.1. On-Site Lighting

6.3.1.1. Pedestrian Lighting

Pedestrian-scale lighting must be installed at sufficient illumination levels to provide for a safe and secure environment. All pedestrian lighting must be consistent with the specific units in this section, with post color smooth aluminum and LED lamps, unless otherwise specified and approved by the ACC. Fixtures should be anodized aluminum or similar and utilize LED bulbs with 3000K color temperature.

6.3.1.2. Drives and Parking Areas

All parking lot lighting must be Lithonia Lighting KSF1 Series, smooth aluminum finish, with metal halide lamp, or approved equal unless otherwise specified and approved by the ACC. Pole height within parking lots must not exceed 20 feet in height. All fixtures must be full cutoff.

6.3.1.3. Accent Lighting

Accent lighting of buildings, landscaping, plazas, and other special features is encouraged. Up-lighting of plants from the ground and down-lighting from trees is encouraged where it is practical. Light sources must be screened from view.

6.3.2. General Guidelines for Lighting

6.3.2.1. Concealed Source

Exterior lighting fixtures must shield the light source and direct the light toward the ground. Light fixtures that do not match the standard fixtures proposed will require specific ACC approval.

6.3.2.2. Energy Conservation

The ACC encourages the use of LED lighting. Additionally, lighting levels may be reduced after business hours to minimize the impact on surrounding buildings and to conserve energy.

6.3.2.3. Security Lights

Building-mounted light fixtures may not project above the fascia or roof line, must be shielded and have cutoffs. Additionally, shields must match the fixture. Security light fixtures are restricted to illumination of loading or similar areas and may not be substituted for parking area or walkway lighting.

6.3.2.4. Underground Wiring

All wiring, transformers, and related equipment must be below ground unless approved by ACC.

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6.4. Public Art

6.4.1. Public Art at Brooks

- The use of public realm spaces such as streetscape rights-of-way, landscape easements, excess land, building courtyards, and similar open spaces will be considered – at the discretion of the ACC – as appropriate sites for public art such as sculpture, light art projections, pop-up art installations, murals, interactive “smart art” kiosks, and the like.
- Development partners and other organizations interested in incorporating or installing public art on the Brooks campus are encouraged to engage with the ACC. Refer to Section 2 for contact information and procedures for submitting concepts to the ACC.

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